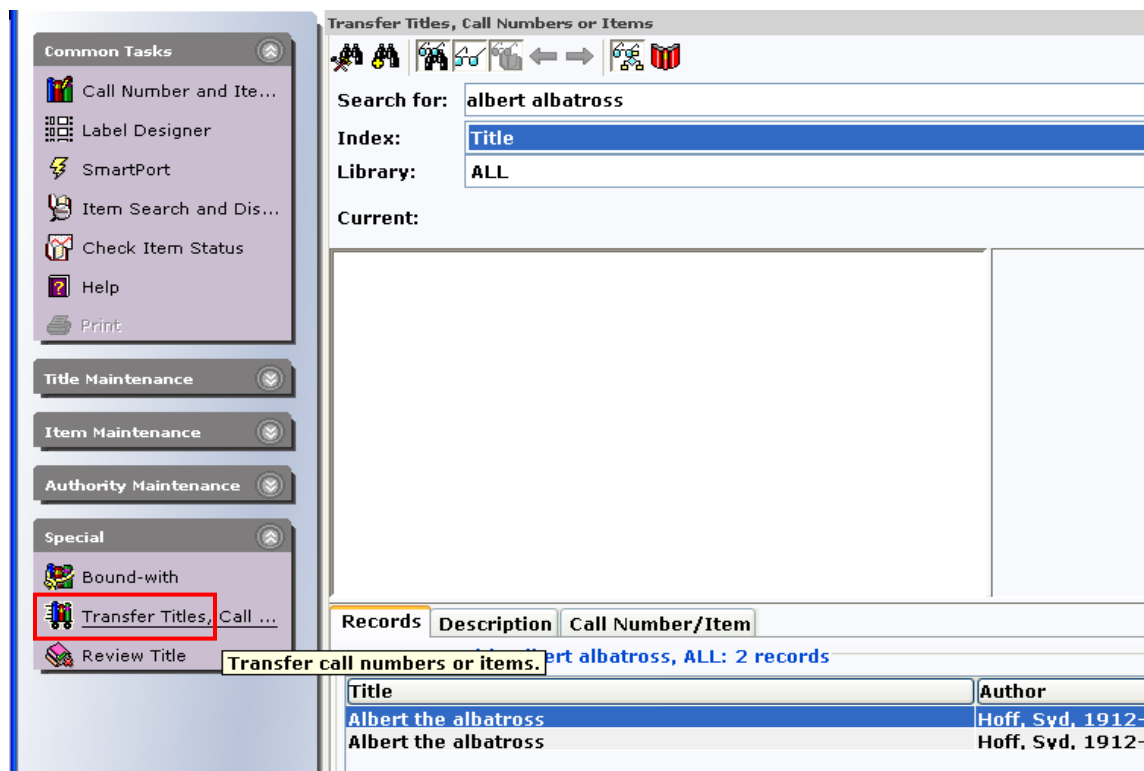


WYLD TECHNOTE: Transfer all Holdings from One Bibliographic Record to Another

Library staff can transfer the holdings for their library from one bibliographic record to another even when other libraries also have holdings on the undesired record. Staff will not be able to transfer holdings of another library. The *Retain for Transfer* button will not be activated if the holdings are not associated with the user's logon. This is a helpful practice toward the effort of eliminating bibliographic record duplication.

1) Retrieve records using the Transfer Wizard found in the grouping of Special wizards in the Cataloging Toolbar. The titles will display in the lower third of the screen.



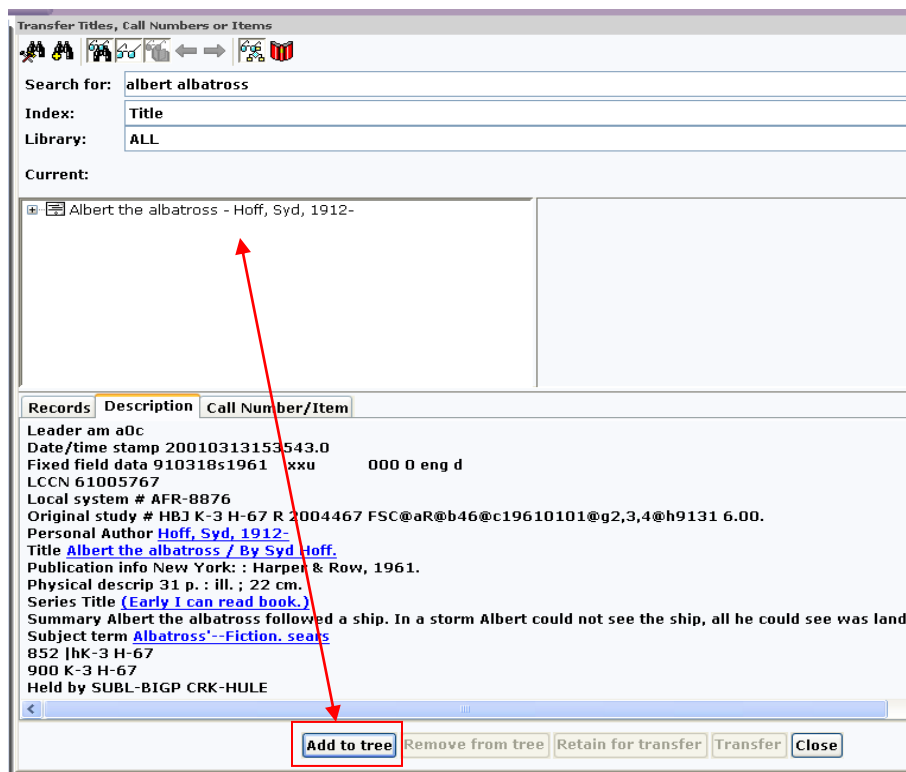
The Records tab displays the title entries as shown above.

Click on the Description tab to see the bibliographic description of the highlighted record.

Click on the Call Number/Item tab to see the call numbers and barcodes linked to that highlighted record.

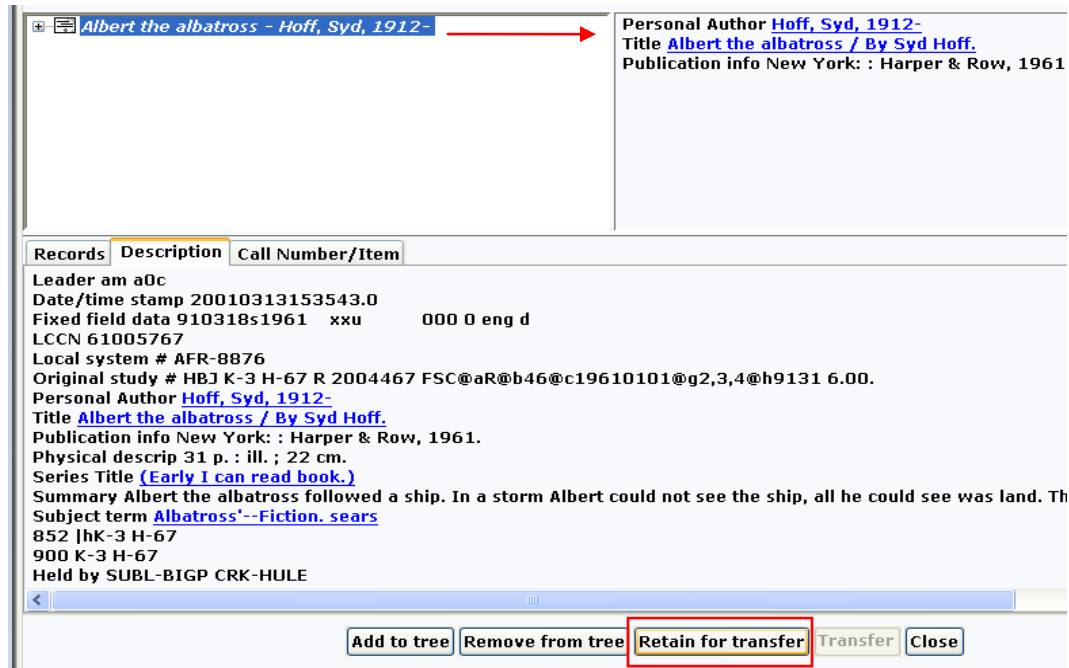
Each record retrieved may be viewed in the manner described above to verify duplicate record match and to evaluate which record to retain.

2) Click on the record being transferred. This is the record that will be deleted automatically when all the barcodes on it are transferred to another bibliographic record. If not all holdings are transferred, the bibliographic record will remain in WYLD and the chosen holdings will be transferred to the other record.



3) Click on Add to Tree button. The selected record will be entered into the “Tree” in the center left portion of the screen.

4) Click on that title just added to the tree to move it to the section on the right.



5) Click Retain for Transfer button.

6) Retrieve title which will be kept. If it's on a hitlist, highlight that title from the bottom of the screen.

Personal Author [Hoff, Syd, 1912-](#)
 Title [Albert the albatross / story and pictures by Syd Hoff.](#)
 Publication info New York : Harper & Row, c1961.

Records Description Call Number/Item

KEYWORD Title albert albatross, ALL: 2 records

Title	Author
Albert the albatross	Hoff, Syd, 1912-
Albert the albatross	Hoff, Syd, 1912-

Add to tree Remove from tree Retain for transfer Transfer Close

7) Click Add to Tree button to add new selection to tree on the left center portion of the screen.

8) Click on new title just added in tree to move it to the section on the right.

Transfer Titles, Call Numbers or Items

Search for: albert albatross

Index: Title

Library: ALL

Current:

Personal Author [Hoff, Syd, 1912-](#)
 Title [Albert the albatross / story and pictures by Syd Hoff.](#)
 Publication info New York : Harper & Row, c1961.

Records Description Call Number/Item

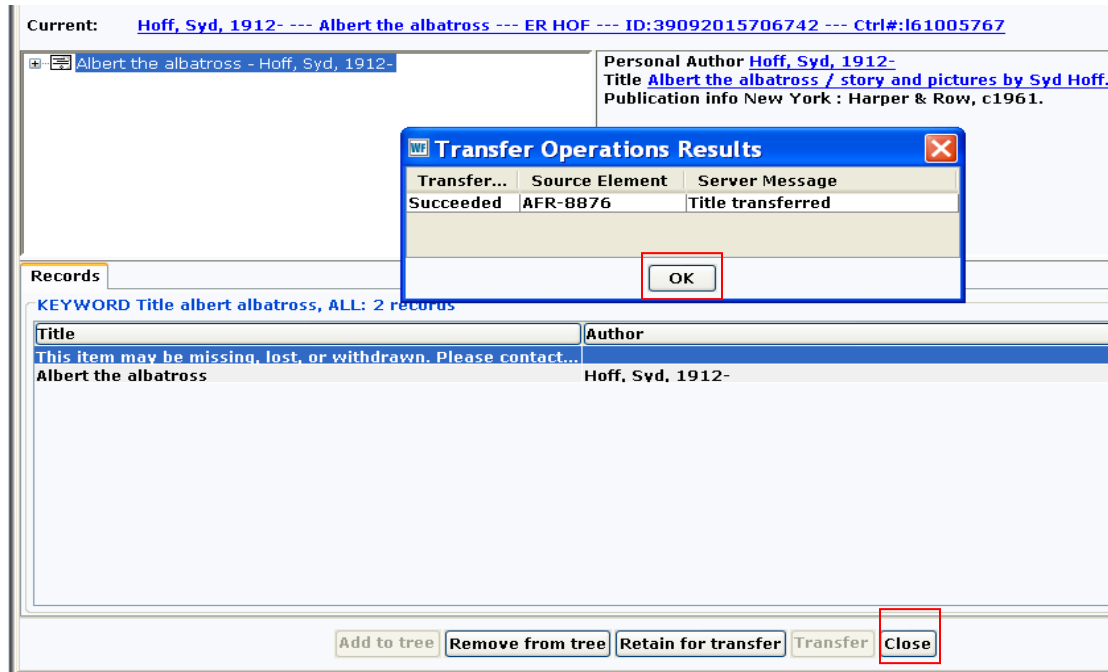
KEYWORD Title albert albatross, ALL: 2 records

Title	Author
Albert the albatross	Hoff, Syd, 1912-
Albert the albatross	Hoff, Syd, 1912-

Add to tree Remove from tree Retain for transfer Transfer Close

9) Click on Transfer button.

10) After clicking Transfer button, "Transfer Operations Results" window will appear with notification status of transfer.



11) Click OK button in "Results" window to close that window. Be sure the status indicates a successful transfer.

12) Click Close button to leave the Transfer Wizard if finished or if the process was unsuccessful. The "Results" window will report an unsuccessful transfer. Unsuccessful transfers briefly indicate the problem which will need to be corrected before the transfer is attempted again.